Kinser, Robin

From: Ellis, Cathy
Sent: Friday, February 06, 1998 2:27 PM
To: Kinser, Robin
Subject: FW: 2nd revised
Importance: High

FYI

From: Machich, Norma
Sent: Friday, February 06, 1998 2:24 PM
To: Ellis, Cathy
Subject: RE: 2nd revised
Importance: High

Cathy, For 2RF, the input is usually due to me by May 1 and it has to be approved by NY management by July 1. At 1st and 3rd Revised, we do not do a detailed analysis. We are usually looking for changes of $500k or more. The 1st revised is scheduled to be reviewed in NY on March 9 and 3rd revised is scheduled for Sept. 14. I spoke with Finance this morning and they were not sure what they were going to do for 1st revised. If you have some major changes($500k or more) please forward the information to me and I will see that Finance has it. Otherwise, as soon as Finance sends out information regarding 1st revised, I will let you know. I think we have not heard anything about 1st revised because OB just received approval. Thanks, Norma

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From: Ellis, Cathy
Sent: Friday, February 06, 1998 9:23 AM
To: Machich, Norma
Subject: 2nd revised

Norma - what are the projected 1st, 2nd and 3rd revised budget dates (when we need to submit and when it is approved).

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